

# Watching your Legislature at work

*Floor sessions of the Assembly and Senate and meetings of legislative committees are all open to the public. Visitor galleries for the Assembly and Senate are located on the third floor of the State Capitol.*

## The Assembly

*The California Assembly has 80 Members, each serving two-year terms. The Assembly is presided over by the Speaker or a designated Member. Voting is conducted by electronic push buttons on each Legislator's desk, with tally boards at the front of the chamber.*

## The Senate

*The Senate is comprised of 40 Members serving four-year terms. The President Pro Tempore is the chief officer of the Senate. Voting is conducted by voice roll call.*

## Committees

*To give adequate consideration to the more than 6,000 bills introduced each two-year session, the Legislature does most of its work in committees. Each committee has responsibility for a specific area of policy (education, health, etc.).*

*A typical committee hearing will involve the presentation of a bill by its author and testimony by interested groups and citizens.*

## Joint Committees

*The Joint Legislative Audit Committee is a bi-partisan committee with fourteen members, seven from each house. This committee has the authority to direct the state auditor to conduct audits of any publicly created entity in the state. The committee is the legislature's "watch dog" for protecting taxpayer dollars from inefficiency in government.*

# Finding out what is happening when you are at the Capitol

## Assembly and Senate Daily Files

*The Daily File provides a listing of agendas for floor sessions and all committees. Files are available in the Legislative Bill Room in the basement of the Capitol. Floor session times are listed on the front cover and the bills on the agenda for that day are listed under "third reading file." Committee agendas list the bill number, author and subject matter.*

# Path of a Bill through the California State Legislature

## Author

A Legislator sends the idea and the language for the bill to the Legislative Counsel where it is drafted into the actual bill. The drafted bill is returned to the Legislator for introduction.

If the author is a Senator, the bill is introduced at the Senate Desk; if an Assemblymember, at the Assembly Desk. The house in which the bill is introduced is known as the "house of origin."

## First Reading Introduction

A bill's first reading is when it is introduced and the Clerk reads the bill number, the name of the author, and the descriptive title of the bill before the Members of the house. The bill is then sent to the Office of State Printing. No bill may be acted upon until it has been in print for 30 days.

## Committee Hearings

The bill then goes to the Senate or Assembly Rules Committee where it is assigned to the appropriate policy committee for its first hearing. Bills are assigned according to the nature of the issue they address. After passing all policy committees, bills that have an effect on the State Budget ("fiscal bills") must also be heard by a fiscal committee. Senate bills are heard in the Senate Budget and Fiscal Review Committee and Assembly bills are heard in the Appropriations Committee. You can speak "for" or "against" a bill at all committee hearings. Your letters of support or opposition are important and should be mailed to committee members before the bill is scheduled to be heard in committee. It takes a majority vote of the full committee membership for a bill to be approved and "passed out" of the committee.

## Second and Third Reading

Bills passed by committees are read a second time in the house of origin and then placed on file for third reading. When a bill is read the third time, it is explained to the full house by its author, discussed by the Members during floor debate, and voted on by a roll call vote. Bills that require an expenditure of state funds or are urgency bills (take effect immediately) require 27 votes in the Senate and 54 votes in the Assembly for passage. All other bills need 21 votes in the Senate and 41 votes in the Assembly to be passed. If a bill is defeated, the Member may seek reconsideration and another vote.

## Repeat Process In Other House

Once the bill has been approved by the parent house, it proceeds through the second house where the same hearing and review procedure occurs. Citizen participation is repeated as the bill moves through the second house. If the bill is passed without amendments, it proceeds directly to the Governor for approval.

## Resolution of Differences

If a bill is amended in the second house, it is returned to the parent house to get agreement on the amendments (concurrence). If agreement cannot be reached, the bill moves to a two-house conference committee (three Members of the Assembly and three Members of the Senate) to resolve the differences. Conference committee hearings are open to the public and provide another opportunity for citizens to express their views, which can help Legislators arrive at a decision. If approved by the conference committee and both houses, the bill then goes to the Governor.

## Governor

The Governor has three choices when a bill reaches his desk. He can sign it into law, allow it to become law without his signature, or veto it. Urgency measures take effect immediately after they are signed. Other bills usually become effective the following January 1st. A final and very important time for citizen participation in the bill process is when the bill reaches the Governor's desk. Letters and phone calls received by the Governor's office are taken into consideration when the Governor decides whether to sign or veto a bill. If the bill is vetoed, it is returned to the parent house where the author may ask for a vote to override the veto. It requires a two-thirds vote of both houses to override the Governor's veto.





# Questions and Answers

## How can I get more information on a bill?

Your Assemblymember, Senator or the office of the bill's author should be able to provide you with an analysis or fact sheet that summarizes the proposed new law. The Legislative Bill Room also provides printed copies of all legislation introduced during the current legislative session. Legislation from previous years is also available but must be ordered in advance. The Bill Room phone number is (916) 445-2323.

## Can I visit my Assemblymember?

**YES.** Each Member has an office in the Capitol. It is best to call in advance for an appointment. Your Legislator also has staff assistants who can help you, if the Member is not available.

## How do legislative assistants help?

Staff members perform many important tasks. Some work directly for individual Legislators; draft bills and assist constituents. Others work specifically for committees, providing analyses of pending legislation.

## Can I testify before a committee?

**YES.** Any person has the right to testify before a committee of the Legislature. Contact the bill's author or your own Legislator to find out how to make your voice most effectively heard.

## Where are legislators when they are not in the Capitol?

When not at the Capitol, Legislators are often in the district meeting with constituents. During recesses, policy committees often hold hearings throughout the State to gather testimony from those unable to come to Sacramento during regular session.

### Assembly Standing Committees

Aging and Long Term Care  
**319-3990**

Agriculture  
**319-2084**

Appropriations  
**319-2081**

Banking and Finance  
**319-3081**

Budget  
**319-2099**

Business and Professions  
**319-3301**

Education  
**319-2087**

Elections, Reapportionment and Constitutional Amendments  
**319-2094**

Environmental Safety and Toxic Materials  
**319-3965**

Governmental Organization  
**319-2531**

Health  
**319-2097**

Higher Education  
**319-3960**

Housing and Community Development  
**319-2085**

Human Services  
**319-2247**

Insurance  
**319-2086**

Jobs, Economic Development and the Economy  
**319-2090**

Judiciary  
**319-2334**

Labor and Employment  
**319-2091**

Local Government  
**319-3958**

Natural Resources  
**319-2092**

Public Employees, Retirement and Social Security  
**319-3957**

Public Safety  
**319-3744**

Revenue and Taxation  
**319-2098**

Rules  
**319-2800**

Transportation  
**319-2093**

Utilities and Commerce  
**319-2083**

Veteran's Affairs  
**319-3550**

Water, Parks and Wildlife  
**319-2096**

### Senate Standing Committees

Agriculture and Water Resources  
**445-2206**

Appropriations  
**445-3284**

Banking, Commerce and International Trade  
**445-6306**

Budget and Fiscal Review  
**445-5202**

Business and Professions  
**445-3435**

Constitutional Amendments  
**445-2802**

Education  
**445-2522**

Elections and Reapportionment  
**445-2601**

Energy, Utilities and Communications  
**445-9764**

Environmental Quality  
**324-0894**

Governmental Organization  
**445-1193**

Health and Human Services  
**445-5965**

Housing and Community Development  
**445-8740**

Insurance  
**445-0825**

Judiciary  
**445-5957**

Labor and Industrial Relations  
**445-1237**

Legislative Ethics  
**324-6929**

Local Government  
**445-9748**

Natural Resources and Wildlife  
**445-5441**

Privacy  
**445-6767**

Public Employment and Retirement  
**445-8958**

Public Safety  
**322-1305**

Revenue and Taxation  
**445-3808**

Rules  
**445-4311**

Transportation  
**445-3182**

Veterans Affairs  
**445-5798**

### Joint Committees

Legislative Audit  
**319-3300**

Legislative Budget  
**445-6767**

Legislative Sunset Review  
**324-2506**

Prison Construction and Operations  
**324-6175**

Rules  
**319-2804**

*Note: All phone numbers are (916) Area Code.*



*Compliments of*

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## The California State Legislature

# A Citizen's Guide to Participation



*An easy  
reference  
to state  
government*